



**KING COUNTY**  
**TORT CLAIMS INVESTIGATOR**  
**(Term-Limited Temporary)**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**RISK MANAGEMENT DIVISION**  
**Annual Salary Range: \$57,551- \$72,950**  
**Job Announcement: 06HM6095**  
**OPEN: 5/22/06      CLOSE: Open Until Filled (extended)**

**WHO MAY APPLY:** This term-limited temporary fully benefited position is open to King County employees and the general public.

**WHERE TO APPLY:** Required forms and materials must be sent attention to: **Human Resource Department, Administration Building, 500 Fourth Ave., Room 450, Seattle, WA 98104 by 4:30 p.m. on the closing date.** (Postmarks are not accepted.) Please call 296-7432 for further inquiries. PLEASE NOTE: Applications not received at the location specified above and those that are not complete may not be processed.

**FORMS AND MATERIALS REQUIRED:** King County application form and data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements. Application forms may be found at: <http://metrokc.gov/ohrm/jobs/JobApplications.htm>.

**WORK LOCATION:** 400 Yesler Way, 4<sup>th</sup> Floor, Downtown Seattle, WA 98104.

**WORK SCHEDULE:** The position is exempt from the provisions of the Fair Labor Standards Act is not over-time eligible; 40-hour workweek – Monday through Friday.

**PRIMARY JOB FUNCTIONS:** This position is a professional position responsible for the investigation and settlement of casualty liability claims made against all departments of King County. It involves interviewing claimants, witnesses, attorneys, reviewing and interpreting medical records and reports, scene inspections, in depth assessment of liability exposures and evaluation of damages and injuries to bring claims to resolution.

1. Research, investigate, compile and document pertinent information relating to allegations contained within claims filed against King County.
2. Interview witnesses and take written or recorded statements when necessary.
3. Analyze claims with regard to legal duty, negligence, proximate cause and comparative negligence in compliance with statutes, ordinances, King County Code and tort law.
4. Evaluate and investigate file materials to determine settlement value based on analysis of liability exposure and damages.

5. Handle litigation of potential claims that are high exposure claims/lawsuits involving serious bodily injury and property damage.
6. Advise superiors and the King County King County Prosecuting Attorney's office through written recommendations on issues, assessment of claim value, and methods for final resolution/disposition.
7. Direct other King County entities regarding claims involving their departments, and advise as to loss prevention measures.
8. Maintain detailed records of investigations, analysis, negotiation and disposition of claims and lawsuits.
9. Negotiate with claimants and/or their attorneys for the resolution and settlement of claims and lawsuits.
10. Participate in arbitrations, mediations, settlement conferences and hearings in small claims court when necessary.
11. Formulate strategies with Deputy prosecuting attorneys to determine claim/lawsuit disposition and costs of defense.
12. Prepare claims for litigation and assist Deputy Prosecuting Attorneys with discovery.

**QUALIFICATIONS:**

1. Bachelor's degree (BS/BA) from accredited college or university and at least five (5) years of experience as a casualty claims adjuster with a major concentration in handling serious bodily injury/property damage claims in a high volume auto environment or any equivalent combination of education and experience.
2. Must have skills in managing multiple tasks simultaneously and the ability to work effectively as a team member to accomplish tasks.
3. Applicant must be able to function in a high stress environment under pressure while maintaining a professional demeanor at all times.
4. Strong interpersonal and communication skills are a must.
5. Proficient using Word for Windows.

**DESIRABLE:**

Experience using RiskMaster.

Claims adjusting experience with public agencies is highly desirable.

**NECESSARY SPECIAL REQUIREMENTS:**

Must have a valid Washington State driver's license or the ability to obtain one or the ability to travel throughout King County in a timely manner.

**SELECTION PROCESS:** Application materials will be screened for clarity, completeness and qualifications. The most competitive candidates may be contacted for an interview.

**UNION MEMBERSHIP:** This position is not represented.

**Class Code: 8504**